

## How to submit your essay if you submitted an essay in 2019 or later

## Step 1: Navigate to Submission page and Log In

- From the <u>DNA Day Essay Contest homepage</u>, follow the link to the submission site
- Once you get to the submission site, you will see important information, such as what you need to submit, what you need to know, and the link to submit your essay(s).
- Because you have created an account and submitted an essay since 2019, you should log in with your account information. Your username is the email associated with your account.
- Please use the "forgot password" feature if you cannot remember your password

## Step 2: Submit Essay

- Complete all required fields. Required fields are indicated with a red star. If you do not complete a required question the system will notify you and not allow you to submit your essay.
- When moving from the Contact Information Page to the Entry Information Page, the site will save your contact information for future submissions.
- Please be sure to paste the essay in the Essay Section and the list of citations and references in the Citations/References Section.
- You will not be able to make changes after submitting. Please ensure all information, including school and student information, are correct.
- You may save the submission draft and return later to submit.

## Step 3: Confirmation of Receipt

- Once your essay is submitted, you will be directed to a confirmation page and will receive a confirmation email from dnaday@ashg.org.
- The confirmation email will be sent to the teacher's email address provided in the Contact Information Section of the application.
- If you do not receive a confirmation email, please be sure to check your junk/spam folder.
- Your email confirmation is specific to that essay. If you submit more essays, you will receive separate emails for those essays.

You have submitted your essay to the DNA Day Essay Contest! Contact us at <a href="mailto:dnaday@ashg.org">dnaday@ashg.org</a> with any questions.